



REPORT AR-07
ABBREVIATED REPORT FORMAT
for Generic Investigation or Corrective Action Activities

(This format may be appropriate for a combination of corrective action activities including Soil Borings, Monitoring Well Installation, Test Pits, Groundwater Sampling, Monitored Natural Attenuation, Soil Removal, Well Abandonment, System Removal, and Free-Product Recovery)

An outline has been developed by the Department of Environmental Quality (DEQ) to illustrate basic information an *Abbreviated Corrective Action Report* must contain before it will be reviewed by DEQ. Abbreviated Reports are requested by DEQ when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, and when a more meaningful summary report containing background information will be generated after performance of the requested work or at a future date. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for various remedial investigation or corrective action related tasks when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, do not include in the report a site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by DEQ.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.1 Date
- 1.2 Owner/Operator's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Corrective Action Report**) for the petroleum release at (Facility Name, Street Address, Town, County, Montana); DEQ Facility ID (Number), Release (Number), and Work Plan ID (Number).
- 1.5 Introductory paragraph containing reference to DEQ request for abbreviated report, and the purpose of the specific task(s) that were conducted. Include the title and date of approved Corrective Action Plan (CAP).
- 1.6 Scope and temporal summary paragraph specifying the task(s) that was conducted, when it was conducted, and if applicable, the number and location of environmental samples collected, and laboratory analysis conducted.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY REPORT, CONCLUSIONS, AND RECOMMENDATIONS

- 2.1 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.2 Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.3 Description of any issues (i.e. damaged monitoring wells; couldn't sample some wells; sample preservation, holding, analytical issues or anomalous data trends).

3.0 CONCLUSIONS AND RECOMMENDATIONS

- 3.1 Conclusions. (Provide a brief conclusions paragraph. If more than a brief paragraph appears necessary, contact the DEQ project manager).
- 3.2 Recommendations. (Provide a brief list of recommendations, if appropriate. If more than a brief list appears to be necessary, contact the DEQ project manager).